



Minutes of the Personnel Committee held on 27th November 2024 in Hwb Rhuddlan, with hybrid facilities available.

1. **PRESENT** – Cllrs. Mike Kermode (Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – None
4. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **STAFFING MATTERS:**

Assistant Town Clerk Vacancy – Interviews and Appointment.

The meeting held on 20th November had short-listed three of the applicants (M.D., M.F. and G.W.) and all three attended for interview. The committee used a structured interview process drawn up by the Town Clerk. This contained a number of questions that were relevant to the job role and the interviewees responses were evaluated by the committee members. Having compared the evaluation it was **unanimously agreed** to offer the post to Martin Fearnley. The Town Clerk will contact him and offer the post. Appointment will be subject to the receipt of satisfactory references and there will be a six-month probation process.

The committee also **unanimously agreed** that if Mr. Fearnley decided not to take up the post or did not satisfactorily complete the probation process, then the post be offered to Morgan Ditchburn.